



Federal Grants & Programs Division SFY 2022 Victims of Crime Act (VOCA) Announcement

AWARD PERIOD

July 1, 2021 – June 30, 2023

AWARD AMOUNT

\$10,900,000.00 (\$10.9 Million)

DEADLINE

January 22, 2021 by 5:00 p.m. (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Alexandra Beck, Victim Services Grant Section Administrator | 402.471.3413 | alexandra.beck@nebraska.gov
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In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

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Introduction:

These instructions are for applicants who wish to apply for competitive funds under the Federal Victims of Crime Act (VOCA) Formula Grant Program to provide direct services to victims of crime. Included in the distribution of these funds are State Victim Assistance funds designated for a public or private nonprofit agency that serves victims of all types and at a minimum provides services as stated in NE Statute 81-1847. The State Victim Assistance is governed by NE Statutes 81-1843 – 81-1848.

Funds Available (estimates):

The Nebraska Crime Commission will award no more than \$10,900,000 for this solicitation that covers Year 1 of a 24 month (2 year) project period. Funding for Year 2 will be determined by availability of funds, grant management, and successful grant performance measurement. That is defined as 90% expenditure of awarded funds, and Performance Measures being met by at least 90% in Year 1, unless extenuating circumstances are communicated to Grant Manager.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal VOCA funding to ensure long-term success of their victim services programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 24-month budget to ensure that the project can fully benefit from these types of purchases.

Match:

Year1 (July 1, 2021 – June 31, 2022) – No match required due to pandemic status.

Year 2 (July 1, 2022 – June 30, 2023) -- Project should be prepared to meet match requirement.

Training and Technical Assistance:

- **Funding Announcement Webinar**
Monday, December 14, 2020
11 a.m. – 12:30 p.m. (CST)
Webinar access information located at: <https://ncc.nebraska.gov/grant-apps>
- **Instructional video** on the submission and application process for GrantVantage is available for viewing at <https://ncc.nebraska.gov/grant-apps>. This site also offers a helpful budget tool.
- For assistance or questions regarding the VOCA Grant Program please contact Alexandra Beck, Victim Services Grant Section Administrator at (402) 471-3413 or alexandra.beck@nebraska.gov.
- **Grant Management Training** Is offered on-line. Project Points of Contact and Fiscal Points of Contact for any newly funded projects must complete the training within the first year. New Project Points of Contact or Fiscal Points of Contact for existing projects must also attend within 12 months. All Project Points of Contact and Fiscal Points of Contact are required to complete the training every three (3) years. This training is recommended for others as a learning experience. GMT can be accessed through the Nebraska Crime Commission's Nebraska Crime Victim – Training and Technical Assistance Program (NCV-TTAP) portal available at <https://ncc.nebraska.gov/ncv-ttap>. This portal does require the user to set up a log-in.

Project Period: July 1, 2021 - June 30, 2023

Projects:

- Projects will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 7/1/2021.
- Projects with unspent funds at the end of the fiscal year (6/30/2022) will be required to de-obligate those dollars.
- New applicant organizations can expect a Pre-Award on-site visit or a virtual meeting the week of January 26, 2021. The individual listed as the Project Point of Contact on the application must be present. Arrangements will be made by the Nebraska Crime Commission.

Grant Commencement:

Implementation of funded projects must be within 30 days from the start date listed on the Grant Award or another date as specified by the project's designated Nebraska Crime Commission representative noted on the award document. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds.

Correspondence:

All grant correspondence will include the applicant's identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence, as deemed appropriate.

GrantVantage: The grant management system utilized by the Nebraska Crime Commission. Funded projects receive information on user's licenses and system permissions to conduct reporting activities, make transactions, and request drawdowns at time of award notification.

Timeline (tentative): (listed times are CST) (Subject to change, updates will be posted on NCC Website)

December 7th	Solicitation Announced
December 14th	Funding Announcement Webinar 11am CST
January 22nd	Application DUE by 5 p.m. CST
January 25th	Technical/Administrative Review begins
January 26-29th	Pre-Award Site Visits (or web meeting) NEW Applicants Only
March 8-11	Staff Review conducted
March 31	Crime Commission Funding Panel Review (final determination)
April 14th	Letters mailed to applicants advising of funding determination
April 29th	Award Contingencies due to the Crime Commission
May/June	Grant Award documents mailed and due to NCC within 30 days

Purpose:

Victims of Crime Act (VOCA) grant funds are to provide **direct services** to individual crime victims at no cost to the victim. *VOCA guidelines define a crime victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.* The primary purpose of VOCA grants funds are to

support the provision of services to victims. Services, as outlined by VOCA Program Guidelines, are those efforts that:

- Respond to the emotional and physical needs of crime victims.
- Assist primary and secondary victims of crime to stabilize their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims of crime with a measure of safety and security.

Eligibility:

Applicant must:

- Operate as a public or nonprofit organization, or a combination thereof, and provide direct services to crime victims. Eligible organizations include victim services organizations whose sole purpose is to provide direct services to crime victims. These organizations include, but are not limited to, domestic violence/sexual assault programs, child advocacy centers, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.
- Public and nonprofit organizations that have components which offer services to crime victims are eligible if the funds are used to expand or enhance the delivery of crime victim services. These entities include but are not limited to criminal justice agencies, faith-based organizations, state Crime Victim Reparations agency, hospitals and emergency medical facilities and others (see below for details).
- Established programs must demonstrate a record of providing effective services to crime victims, by demonstrating support and approval of its direct services by the community and a proven history of providing direct services in a cost-effective manner AND have financial support from sources other than VOCA.
- New programs must have Substantial financial support from sources other than VOCA by demonstrating that a minimum of 25% of their financial support comes from other funding sources.
- Meet the match requirement of 20% cash or in-kind from non-federal sources of the total project costs or have been granted a waiver of match (refer to Match Section on pg. 16). For Native American tribes/organizations located on the reservations the match requirement is exempt. **Match requirements** for Year 1 are Waived due to the impact of the global pandemic. Applicants should have a plan in place to meet Match requirements for Year 2 funding (July 1, 2022-June 30, 2023).
- Maintain appropriate programmatic and financial records.
- Utilize volunteers.
- Provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- Promote coordinated public and private efforts to aid crime victims within the community served.
- Assist victims in seeking available crime victim compensation benefits.
- Provide services to crime victims, at no cost, through the VOCA-funded project.
- Maintain confidentiality.
- Comply with Federal Civil Rights Laws to include the prohibition of discrimination

Child Advocacy Centers: Any Child Advocacy Center that is a recipient of VOCA funds must be fully established and operational, meet all the standards for full membership as set forth by the National Children's Alliance and participate as an active member in the Nebraska State Chapter of Child Advocacy Centers.

Criminal Justice Agencies: Agencies such as law enforcement, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive funds to provide for victims' services. Prosecutor based victim services may include victim witness programs, victim notification and impact statements. Corrections based victims services may include victim notification, restitution advocacy and victim impact panels. Police-based victim services may include victim/witness units or victim advocates and victim registration and notification.

Faith-Based and Community Organizations: Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under VOCA are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Hospitals and Emergency Medical Facilities: These types of organizations must offer crisis counseling, support groups and/or other types of direct victim services.

Others: State and local public agencies such as mental health service organizations, state/local public child and adult protective services, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

INELIGIBLE Recipients of VOCA funding:

- Federal agencies including the U.S. Attorneys' Office and FBI field offices
- In-patient Treatment Facilities such as those designed to provide substance abuse and/or mental-health treatment

Priority Areas:

1. VOCA Required Priorities

States are mandated to allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence, and child abuse. An additional 10% of the funds must be allocated to victims of violent crime who were previously underserved. The Nebraska Crime Commission has identified underserved as victims of federal crimes, human trafficking, robbery, assault, burglary, arson, homicide, elder abuse, stalking, kidnapping, and intoxicated drivers. Populations identified as underserved are minorities (people of color), individuals who are ages 65 and over, and those living in rural areas. Applicants may as a whole, or in-part, address one or more of these stated priority areas. If a proposal addresses a specific type of crime victim, the number of potential victims which could be served by the applicant will be a consideration in funding decisions. In the development of an application the applicant should take into consideration areas of recommendation outlined in the Nebraska Strategic Plan for Victims and Survivors of Crime 2015 – 2020 available for download at https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf. **Due to COVID-19 restrictions this state plan has been extended through 2021.**

Projects will be required to report monthly on their Priority Spending Area Objectives through the Nebraska Crime Commission's grant management system, GrantVantage. In order to receive reimbursement of expenses this reporting requirement must first be met. Some projects may need to report a month or two behind in order to compile the information which is acceptable as long as consistent monthly reporting is being made that does not exceed beyond two months.

2. VOCA Aid & Nebraska Crime Commission Programs (SA Kits, NVAP)

In regards to sexual assault victims, sexual assault forensic exams are an allowable VOCA costs to the extent that other funding sources are unavailable or insufficient. LB843 statutorily obligates a centralized statewide system to address sexual assault forensic exams; federal VOCA funds managed by the Nebraska Crime Commission for this purpose and NVAP would be limited to no more than 10% of the state's federal grant amount.

3. Best Practices

Serious consideration will be given to applicants demonstrating the use of practices that have proven effective for achieving safety and stability for victims of crime. These types of projects will be designed to bring about healing and justice for victims of crime. To further these efforts, the VOCA Grant Program has adopted the overall outcome of **Increased Victim Safety**.

Nebraska utilizes surveys as a best practice for program evaluation and determination of consumer (victims, employees, stakeholders, etc.) satisfaction. Projects should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety.

In support of the development of projects that are based on effective practices and outcomes, the following links are provided as possible resources:

- <http://ovc.ncjrs.gov/vision21/> (Office of Justice Programs-Vision 21: Transforming Victim Services)
- <https://www.ovcttac.gov/> (Office for Victims of Crime Training and Technical Assistance Center)
- <http://ovc.ncjrs.gov/ovcproviderforum/index.asp> (OVC Message Board to Help Exchange Lessons and Practices (HELP) in Victim Services)
- <http://www.evawintl.org/Best-Practices> (End Violence Against Women International-Best Practices)
- <http://www.justice.gov/ovw> (Office on Violence Against Women)
- http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf

Grant Requirements:

- **Direct Services** – Services to victims must be activities that directly benefit individual crime victims and help them with recovering and seeking justice. *VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business are victims of a crime.*
- **Coordination** – Promoting, within the community, coordinated public and private efforts to aid crime victims is required. It is expected that funded projects collaborate with other victim serving agencies, as well as with law enforcement and other criminal justice entities. Coordination activities include but are not limited to participation on state, federal, local and tribal task forces, commissions, working groups and coalitions in addition to other efforts that contribute to better and more comprehensive services to crime victims. This requirement of coordination is intended to also help agencies and communities ensure that the limited resources dedicated to crime victims are not unnecessarily duplicated across providers of services. To avoid any such duplication, grant funding decisions under VOCA funds may take into consideration the applicant's identified geographic area(s) to be served, the type of services provided and the types of crime victims to be served.

- Performance Measurement Tool-** VOCA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Each subrecipient must designate a point of contact within their agency to enter the required data. The individual assigned as a point of contact will be assigned a unique log in and password to access the system. Agencies will be required to create internal data collection processes to collect the specific data points for reporting on the PMT system. In addition to the quarterly statistical data, funded agencies must report on specific qualitative data in narrative form at the end of every Federal fiscal year. Information regarding the process to access the PMT system will be provided upon receipt of a Nebraska Crime Commission grant award. **Starting July 1, 2021** all VOCA recipients will be required to submit statistical data through the Nebraska Crime Victim Reporting System (NCVRS) in place of direct entering of data into the Federal required PMT System.
- Proof of Non-profit Status** - Non-profit organizations must [submit a copy of their non-profit certification with their application for VOCA funding](#). This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

All non-profits funded are required to make their financial statements available online (either on the organization's website or another publically available website). Those organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that the organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- Surveys-** Surveys administered to victims or other consumers (employees, training participant, stakeholders, etc.) must be utilized in the evaluation of whether the subgrantee agency is mindful and continuously making adjustments if necessary to meet the overall outcome of increasing victim safety. [Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding](#). Agencies should develop a system of distributing and collecting consumer satisfaction feedback if they have not done so already. Programs will be required to do so within 60 days of the signed grant award.
- Volunteers** – VOCA funded projects must utilize volunteers unless the Crime Commission has determined there is compelling reason to waive this requirement. A waiver to request excusal from the use of volunteers must accompany the grant application. All applicants must include volunteer job descriptions as an attachment to the applications. Agencies may have multiple job descriptions dependent upon the services the volunteer provides. Volunteers may be used as a source of in-kind match (refer to match section). Volunteers do not have to be providing grant allowable activities, however, there is to be a benefit to the VOCA funded program by the use of the volunteers.
- Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the

delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.

- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov>
- **Employment Eligibility Verification** – Any award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration annually. Information to register or update your entity records can be accessed at <http://www.sam.gov/>. All applicants must provide a PDF copy of their SAM registration that shows the current status of the registered entity. The name of the applicant organization must match what is on the SAM registration.
- **Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.
- **Confidentiality** – VOCA funded projects must maintain confidentiality as required by state and federal law and may not disclose, reveal or release personally identifiable information or statistical information collected in connection with VOCA-funded services requested, utilized, or denied. Regardless whether such information is encoded, encrypted, hashed or otherwise protected. At no time shall a victim's name,

address, phone number or other identifying information be divulged to another individual or agency unless the victim has given prior voluntary written consent for such release of information. All agencies must develop a written confidentiality policy and applicable written releases of information that are time limited and include provisions to whom and the type of information that can be shared with outside parties. Victims of crime cannot be required to provide a consent to release personally identifying information in order to receive VOCA funded services. Under no circumstances may any personally identifying information be shared to comply with reporting, evaluation or data-collection requirements of any program.

- **Determinations of suitability to interact with participating minors** – Any award recipients (at any tier) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual’s employment status. The details of this requirement will be provided in Special Conditions upon award of grant funds.
- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be inputted on the Performance Measurement Tool by the subgrantee on a quarterly basis.
- **Supplemental Funding** – Agencies must provide information on the entire budget and sources of funding for the victim services program.
- **Supplanting** - To deliberately reduce state or local funds because of the existence of federal funds. A recipient cannot use federal funds to supplant (replace) other existing funds. Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly outlining the following:
 - a) how the costs were previously funded;
 - b) why the funds are no longer available; and
 - c) when the funds ended and/or any temporary funding agreements or arrangements.
- **Contracts** – Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from the federal Office of Justice Programs. Contracts must adhere to established procurement processes. Contracts are utilized to purchase specific services and are based on set fees.
- **Subawards** – Also referred to as sub-subrecipients. Projects involving subawards must be issued and monitored for compliance with federal requirements by the lead agency identified on the application information page. Subawards involve the passing down of federal funds to a partner agency based on actual costs.
- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.

- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
 - e) Increased oversight of Pro-rating of costs that are pro-rated to grant are required to be calculated by utilizing the Proration of Costs Spreadsheet and submitting this spreadsheet with every monthly drawdown request that those expenses are being requested. The NCC Grant Manager assigned to your organization will ensure that only the actual costs for that reporting period are reimbursed.
 - f) Maintenance of payroll authorizations and vouchers.
 - g) Maintenance of records supporting charges for fringe benefits.
 - h) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - j) Provisions for payment by check.
 - k) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - l) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - o State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - o Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - o All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with VOCA funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) Loss, damage, or theft:
 - o A control system must be in place with adequate safeguards to prevent these occurrences.
 - o Promptly and properly investigate any loss damage, or theft.
 - o Establish and use adequate maintenance procedures to keep the property in good condition.
 - o If authorized or required to sell the property, a proper sales procedure must be establish to ensure the highest possible return.

- m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
- If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Payments** -- All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted in the online grant management system by the 15th of the following month. Reimbursement will not be made until all required documentation has been approved.
 - **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
 - **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
 - federal or state funding agency;
 - solicitation name/project name; and
 - point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the form.

Allowable Uses of Funds:

1. **Services which immediately respond to the health and safety** including but not limited to, crisis intervention services; accompaniment to hospitals for medical exams; crisis line support; emergency food, clothing, transportation and temporary shelter for victims (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services intended to restore the victim’s sense of security. This includes services which offer immediate measures of safety to crime victims such as replacing or repairing locks.

Repairs and/or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims are allowable in an existing shelter or a facility currently funded with VOCA dollars. The sub grantee must own the shelter or facility or lease the shelter or facility from a government entity. The lease cannot be with a private landlord and the lease with the government entity must continue for a minimum of five years following completion of the repair; maximum of \$15,000.00.

2. **Legal services** that are directly related to the victimization to include, emergency legal assistance such as filing for restraining orders and emergency custody/visitation orders. This includes legal services that are non-emergency such as proceedings for protective/restraining orders or campus administrative

protection/stay-away orders; family, custody, housing and dependency matters, particularly for intimate partner violence, child abuse, sexual assault, elder abuse and human trafficking. Immigration assistance for victims of human trafficking, sexual assault, and domestic violence. Intervention with creditors, law enforcement and other entities on behalf of victims of identity theft and financial fraud. VOCA funds may also be used to allow victims to file a motion to vacate and/or expunge certain convictions based on their status of being victims.

3. **Service and activities that assist victims of crime in understanding and recovering from the trauma** such as short-term therapy (up to 12 months) and groups provided by trained, licensed professionals. Therapy refers to treatment for individuals, couples and family members to provide emotional support and trauma informed care for crises arising from the occurrence of crime. Services include evaluation of mental health needs, as well as the actual delivery of counselling services. Substance abuse treatment so long as it is directly related to the victimization. Peer Support, including, but not limited to activities that provide opportunities for victims to meet with other victims, share experiences, and provide self-help, information and emotional support.
4. **Services directed to the needs of victims who participate in the criminal justice system.** These include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victims to attend court; notification of victims regarding court dates; case disposition information; parole procedures; and assistance with victim impact statements.
5. **Services that assist victims with managing practical problems created by the victimization** such as acting on behalf of the victim with creditors and employers; providing parenting and/or life skills classes that help to stabilize a victim's life; assisting victims with applying for compensation benefits; assisting the victim to recover property that is retained as evidence and helping to apply for public assistance.
6. **Costs necessary and essential to providing direct services** such as pro-rated rent, telephone, transportation costs for victims to receive services and enable victims to participate in the criminal justice system, and local travel expenses for service providers while providing services to victims. Necessary costs to provide services to crime victims with specific or special needs such as interpreters for non-English speaking victims or for equipment such as TTY/TTD machines for the deaf or minor building alterations/improvement that make victims services more accessible to persons with disabilities.
7. **Costs directly related to providing direct services through staff:**
 - Costs of advertising to recruit VOCA funded personnel.
 - Staff salaries and fringe benefits. Fringe benefits are allowed but limited by the Crime Commission to basic benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment, workers compensation insurance, costs of leave (holidays, sick leave, vacation) and pension/retirement.
 - Training costs for VOCA paid staff and volunteers so that they are better equipped to provide quality services to crime victims. Costs can include funds necessary to attend the NE Victims Assistance Academy; travel, meals, lodging and registration fees; resource materials needed to train direct service personnel; and the costs of a trainer for in-service staff development.
8. **Restorative Justice efforts including opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim** and have possible beneficial or therapeutic value for a crime victim. For Restorative Justice efforts the following must be considered: a) safety and security of the victim; b) benefit or therapeutic value to the victim; c) procedures for ensuring

participation of the victim and offender are voluntary and all participants understand the nature of the meeting; d) provision of appropriate support and accompaniment for the victim; e) appropriate debriefing opportunities for the victim after the meeting or panel; f) credentials of the facilitators; and g) opportunity for a crime victim to withdraw from the process at any time.

9. **Medical Costs** for non-prescription and prescription medication, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious diseases, durable medical equipment (such as wheelchairs, crutches, eyeglasses) and other healthcare items are allowable. **These costs are allowable provided the following is true:** the victim does not have access to health insurance, Medicaid, Crime Victim Reparations, or other healthcare funding source to meet the emergency needs of the victim (typically within 48 hours of the crime.)
10. **Relocation expenses** are allowable with the following parameters established by the Crime Commission:
 - a) eligible crimes: domestic violence, sexual assault, human trafficking, elder abuse (this list may not be all inclusive as other situations may arise that relocation is necessary for the immediate safety of the victim, contact the assigned Grant Manager for approval of these situations)
 - b) relocation within the state of Nebraska is limited to three (3) months of rent and utilities
 - c) relocation outside the state of Nebraska is limited to one time costs (i.e. deposit and/or first month rent, utility deposits)
 - d) other allowable expenses include: reasonable moving expenses, storage unit; rental expenses; and security deposits.

Other Allowable Costs and Services:

The services, activities and costs listed here are often necessary and essential to providing direct services however; alone they are generally not considered direct crime victim services. Given the nature of these items they should not be the primary focus of a VOCA project request and any request, the applicant will need to provide evidence that no other resources are available to support such activities.

1. Supervision of direct service providers when such supervision is necessary and essential to providing direct services to crime victims.
2. Contracted specialized services however, the majority of VOCA funds for contracted services cannot contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
3. Items that provide or enhance direct services to crime victims and repair or replacement of essential items that contribute to maintaining a healthy and/or safe environment for crime victims. Examples of allowable costs may include security equipment, equipment needed for interviewing children, furniture and equipment for shelters, work spaces, victim waiting rooms and children's play areas. Funds cannot support the entire cost of items that are not used exclusively for victim-related activities.
4. Pro-rated operating costs such as supplies, postage, equipment use fees (when supported by usage logs), printing brochures which describe available services, and audits for agencies required to conduct an A-133.
5. Technology (including internet access) that increases a project's ability to reach and serve crime victims.
6. Funds may be used to support presentations that are made in schools, community centers, or other public forums, and are designed to identify crime victims and provide or refer them to needed services. VOCA funds cannot be used to simply raise the public's consciousness or for education regarding victim issues. However, funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.
7. Purchase or lease of a vehicle if it can be demonstrated that such expenditure is essential to delivery services to crime victims. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable.
8. Costs to attend national training (i.e., National Organization for Victim Assistance, National Victim Assistance Academy) will be considered on an individual basis. Requests must justify a need not available within the state and only one training per person will be considered, individual must provide direct services.

9. Reasonable salary increases for existing staff currently paid by VOCA funds and for costs associated with increasing part-time workers to full-time or for additional staffing, if statistical data indicates a need.
10. Coordination of activities that facilitate the provision of direct services, include but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
11. **Indirect Costs:** Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organization's established indirect cost rate. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200. **Please note that the Nebraska Crime Commission does not negotiate Indirect Cost Rates.**

For the purposes of this grant program, projects are permitted an allocation for administrative costs under one of the following options:

Federally Approved Indirect Cost Rates: Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 10% de minimis rate is provided on page 26.

OR ...

Pro-rating: Projects can pro-rate various administrative and general expenses up to 10% (which is consistent with the de minimis rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct services activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks. Projects using pro-rating methods must submit a Proration of Costs Spreadsheet (provided by the Crime Commission) with every reimbursement request in order to verify actuals. Method of pro-rating (FTEs, square footage, etc.) must be consistently applied and cannot vary from month to month.

Not Allowed:

In addition to the items listed below further information regarding allowable and unallowable costs is available in the Federal Register at <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

1. Victim-offender meetings that serve to replace criminal justice proceedings. Funds **can** cover costs associated with Restorative Justice for the victim ONLY. Any costs associated with the perpetrator's involvement in Restorative Justice Efforts **cannot** be paid with VOCA funds. Funds **cannot** be used for Restorative Justice Efforts or victim-offender mediation with the community as a whole.
2. Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses.
3. No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, group, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
4. Unallowable activities with federal dollars include but are not limited to lobbying, administrative advocacy, fundraising, and research projects.
5. Construction and physical modification to buildings excluding minor repairs for accessibility purposes. For repairs and/or replacement of items see allowable uses of VOCA funds.
6. Federal funds cannot be used to match other federal funds.
7. VOCA funds cannot be used for community education, crime prevention activities and education presentations. It is allowable to use funds for public awareness to promote programs and services that are provided to crime victims.
8. Reimbursement to crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowable unless indicated otherwise.
9. VOCA funds cannot pay for nursing home care (emergency short-term (45 days) nursing home shelter as previously described is allowable), home health-care costs, inpatient treatment costs, hospital care and other types of emergency care, and non-emergency medical and/or dental treatment.
10. Capital expenditures and land acquisition is not permitted.
11. Administrative staff expenses such as salaries, fees, training costs and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
12. Costs associated with the development of protocols, interagency agreements, and other working agreements are not allowable.
13. Activities exclusively related to crime prevention or the costs of sending individual crime victims to conferences.
14. Legislative and administrative duties of staff and individual membership dues.
15. Costs of needs assessments, surveys, evaluation or studies. Funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues. VOCA funds can be used for project evaluation to determine the effectiveness of a specific project.
16. Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators are not allowable.

17. VOCA funds for the sole purpose of funding items such as equipment or for making repairs will not be considered unless they are requested as a part of a programmatic request.
18. VOCA funds are not to be used to fund client phone (unless it is a critical safety need for the victim due to the victimization) or any cable services.
19. Transitional Housing is not allowable for the purpose of this solicitation.
20. Given the recent reductions in VOCA funding, applications that are solely for the coordination of services to victims of crime will not be funded. All VOCA funded programs must be providing services directly to victims of crime.

Match Requirements:

Year 1 (July 1, 2021 – June 31, 2022) match requirement is waived for all projects due to the COVID-19 pandemic.

Year 2 (July 1, 2022 – June 30, 2023) projects should be prepared to meet match requirement according to the grant program guidelines.

Below is further information regarding Match to assist in preparation of Year 2 funding if awarded (Please Note: Applicants are not to include match in the budget or submit Match Waiver Requests with the grant application since it is Waived for Year 1):

Match (cash or in-kind) must directly relate to the project goals and objectives. All match funds must be financially documented in the same manner as grant funds and expended within the project period. Designated match is restricted to only allowable activities and costs under VOCA funding.

Waiver of Match: The following match requirements for applicants are required unless the project has been granted a Waiver of Match. To request a Waiver of Match the applicant must submit a letter to the Crime Commission, on the applicant's agency letterhead and clearly indicate or describe the hardship and/or type of circumstances that will hinder the applicant's ability to provide the required level of match. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations). Match Waiver determinations will be decided by the Nebraska Crime Commission and the Funding Determination notification will include the decision of Match Waiver.

Match Calculation: A 20% match of the total project budget is required by VOCA. Subgrantees need to develop a budget for the total project that meets the needs of the direct services program and include only VOCA allowable activities. Match does not need to be provided for each line item. For example, if the program has a high utilization of volunteers all of the Match could be met through the use of volunteer hours. Match amounts available to the agency over 20% of the total project cost are not to be reported on the application budget. However, this type of information may be useful in the applicant's sustainability section of the proposal to show financial support of 25% from non VOCA funds.

Example: *The amount of required match (20%) can be calculated by dividing the requested amount by 4.*

Step 1: \$75,000 in federal VOCA funds requested for the project

Step 2: $\$75,000 \div 4 = \$18,750$ (required match amount)

Step 3: $\$75,000 + \$18,750 = \$93,750$ (total project)

Indian Tribes or Native American Organizations: The match requirement is exempt for any new or existing VOCA funded project that is a federally recognized American Indian or Alaska Native tribe, or project that operates

on tribal land.

In-kind Match: Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, discounted prices, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. The value or depreciation value of furniture or equipment is not an eligible match.

Value of Volunteers: The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant's organization and/or at an equitable fair market value. If the duties performed by volunteers are not similar to paid positions of the organization, then the agency may use a comparable fair market rate or a rate of compensation not to exceed \$22.25/hour for volunteers requiring specialized training in victim services. All other volunteer hours cannot exceed \$15.00/hour. For the purpose of match, volunteers who are on-call for a 24-hour period may be shown as having worked a 16-hour shift and volunteers who are on-call for 16 hours may be shown as having worked 8 hours. However, all actual time spent in providing direct services to victims can be counted. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

Letters of Support and Memorandums of Understanding: (Required)

1. Letters received separately from the grant application will not be considered or returned. Applicant will not be notified letters have been received. It is the applicants' responsibility to assure all letters are attached to the application.
2. All letters must remove or black out identifying information of any crime victims.
3. To demonstrate coordination and cooperation, applicants are required to include at a minimum of 3, maximum of 5 letters of support from law enforcements, criminal justice agencies, other victim service organizations and community stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or Commissioners of the Nebraska Crime Commission will not be accepted.

Application Submission:

Only electronic submissions through the GrantVantage Pre-award platform will be accepted. Documents must be uploaded as PDFs, Word or Excel documents. This platform requires users to register. If you already have a profile in the system do not create a new one. If you are unsure reach out to the contact on these instructions.

NOTE: If your agency applied for VOCA SFY 2020 in the application system, you will need to re-register as the system has been revised since that time. However, if your agency has applied for: Community-Based Aid; Juvenile Services; STOP or the Law Enforcement E-Citation Grant since December 2019 then your agency is registered in the system. If you currently receive funding from Nebraska Crime Commission, this is not the same GrantVantage system that your grant is managed in.

GrantVantage Pre-award link: <https://ncc.grantvantage.com/account/Announcement>.

The GrantVantage Pre-Award platform closes at the time and date of the deadline indicated on the cover page

of this document. No applications or attachments will be accepted once the system closes. **It is recommended that the submission process be completed 72 hour prior to the deadline to avoid delays that may result from technical difficulties. Once attachments upload open documents to ensure the correct items properly loaded. There will not be technical assistance provided after 24 hours before the application is due.** Log in to the system well in advance to ensure there are no issues. If technical issues arise with the system email: support@grantvantage.com.

Standardized grant application, instructions, and forms for the SFY 2022 VOCA Grant Program are available at <https://ncc.nebraska.gov/grant-apps> and in the GrantVantage application system.

Attachments -- Applicants who fail to submit the specified elements and the attachments listed below will negatively affect the eligibility and review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

All attachments are to be submitted in the following format: **Agency Name-Document name**
(For example: *Nebraska Crime Commission-Organizational Chart*)

Required Items	Requirement	Upload into GrantVantage
Standardized Grant Application	Fillable document provided. Certifications and assurances must be signed (electronic signatures acceptable).	Yes
Project Narrative	Follow outline provided in Instructions.	Yes
Budget Template	Complete within GrantVantage.	
Objectives Template	Complete within GrantVantage.	
Job Descriptions	For volunteers and employees in budget as requested or as match. Submit as one PDF document.	Yes
Letters of Support	Required; 3 minimum, 5 maximum. Submit as one PDF document.	Yes
Memorandums of Understanding	If applicable. Submit as one PDF document.	Yes
Indirect Cost Rate Agreement	If applicable, copy of current Federally Approved Indirect Cost Rate Agreement	Yes
de minimus Certification	If applicable, form provided	Yes
Non-profit Verification	If applicable	Yes
SAM Registration Verification	Required to submit PDF of the SAM result for the DUNS number; emails confirming registration are not an acceptable verification.	Yes
Organizational Questionnaire	Form provided. Must be signed by the Financial Point of Contact listed on application.	Yes
Copy of 990	Required for non-profits. Most recent 990.	Yes
Board of Directors	Membership listing.	Yes
Organizational Chart	Current chart illustrating leadership of program/agency	Yes

Format:

- Use only the provided forms and instructions for the SFY 2022 VOCA Grant Program.
- No cover letters.
- Use no less than an 11-point font and adhere to space limits.
- Cite all sources of data and any statistics.
- Additional information in the form of Appendixes not accepted.

STANDARDIZED GRANT APPLICATION: (fillable document)**From the menu, select "VOCA" grant program.**

Applicant Information -- The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project requires a Project Point of Contact, Fiscal Point of Contact, and an Authorized Official; each position assigned to a different individual.

Community / Service Area Description -- Information provided should be specific to the service area identified by counties and/or cities served by the project. Marginalized and underserved populations should reflect what is reflected locally in the service area.

Sustainability – A description of the applicant organization to include the mission statement and the numbers of volunteers and employees for the overall agency.

Supplemental Funding Chart -- Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies complete information based on total agency and the agency's most recently completed 12-month budget.

Applicant Disclosures of Pending Applications:

1. Identify any pending applications for federally and or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
2. Provide the following information about pending applications submitted within the last 12 months:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Certifications and Assurances: Must be read, initialed, and signed by the Authorized Official or applicant representative given the authority as the Authorized Official. Electronic initials and signature are acceptable.

PROJECT NARRATIVE: (Limit 4 pages)

Narrative description of the proposed project which contains the following information **in the order listed below** with the item heading in **bold**. Develop as a Word document to be uploaded as an attachment.

1. **Project Period** – indicate start and end dates to include month, day, and year. All projects must start on or after July 1, 2021. All projects must end by 6/30/2023.
2. **Project Summary** – provide a concise statement, of 150 words or less highlighting the major aspects of

the proposed project.

3. **Problem Statement** – a concise description of the social problem(s) the project will address. Include local crime rate information/data. If the project is a statewide effort, statewide crime rates are acceptable. Discuss any lack of available services and barriers victims and survivors experience when accessing needed services and help.
4. **Description of Services** –
 - a) Indicate the population(s) to be served.
 - b) List the services the project will provide along with a brief description. Explain procedures or methods if screening / assessment tools or criteria is utilized to determine eligibility for receiving services.
 - c) Outline outreach effort the project will use and how outreach to marginalized and underserved populations will be accomplished.
 - d) Describe safety planning and any best practices that will be used to serve victims and survivors.
 - e) Describe how volunteers will be utilized.
 - f) Discuss how feedback about services received will be gotten from program participants and how this feedback will be integrated into service delivery?
 - g) List, by agency name up to seven (7) other programs and/or services operating within the community or service area that contribute to the solution of the stated problem. Indicate how this project coordinates with those programs/services (i.e., how does the domestic violence agency coordinate with the Victim/Witness Unit, with law enforcement).

BUDGET:

Timeframe – Applicant should develop the project budget for no more than 12 months of operations. Budget will be considered Year 1 of a two-year project. Year 2 funding will be determined based on availability of funds and successful grant operations of Year 1.

GrantVantage Budget Template -- The project's budget and budget narratives must be entered into the GrantVantage Pre-award platform. After entering the system, to access the budget click on the tab labeled, *Budget Template*. After each section click, *Save*. To edit or modify work saved click, *Return to Draft*. Users are not able to delete budget categories such as Personnel, Fringe, or Travel, however; line items entered under categories can be added or deleted. To complete a category's budget narrative click on the circle labeled "BN" that is located next to the category label (i.e., Personnel). A box will open titled, Budget Justification.

To view the instructional video that includes information about the Budget Template follow the link <https://ncc.nebraska.gov/grant-app>.

Applicants are encouraged to develop the project budget and budget narratives prior to entering this information into the GrantVantage Budget Template online. To assist applicants, a budget template tool is available for download at <https://ncc.nebraska.gov/grant-apps>. Applicants are not required to use this tool and the tool is not to be uploaded as part of the application.

Budget Narrative -- All costs must be necessary, reasonable, allowable, allocable, and substantiated. Each line item listed in a budget must have a corresponding narrative that addresses required information. Items with incomplete narratives cannot be awarded. All narratives must address the following:

- Justification of the line item as to why the costs are necessary to the project and how the costs will benefit the project.
- Basis for the calculation (how was the cost pro-rated to the grant, this may require FTE information)
- If Match is required, identify sources of Match.
- Explain how the request is not supplanting of federal funds.

- Calculations are only needed in the narrative when line items do not provide adequate information to determine how the cost was calculated.

NOTE: Under the VOCA Rule pro-rating costs to the benefit of victim services provided is allowable (other than Administrative costs i.e. Executive Director's salary and fringe benefits, etc) to the extent that it is solely for victim services.

Personnel:

1. Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.
2. Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
 - Indicate if position is New (N) or Existing (E).
 - New positions are additional personnel to the agency requested through the current funding application.
 - If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.
 - For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. VOCA funding can only support the percentage of personnel time that is allocated/devoted to the VOCA project.
 - In narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project to include the percentage of time on that duty (or group of duties) requested for the grant.
3. Raises must be indicated and provide justification for the pay increases to include any agency-wide cost of living increases.
4. All volunteer in-kind matches **MUST** be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Fringe Benefits:

1. All fringe benefits are to be based on the **employer's share only**. Fringe benefits can only be requested for the personnel positions that are also requesting funding for wages at the percent allocated to VOCA.
2. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave and pension/retirement can be included. The employee's share is to be withheld from their wages.
 - Funds to support cafeteria plans are not allowed by the Crime Commission.
 - Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits to the point that they are accrued per agency policy.
 - Additional types of leave must be included in the budget narrative and supported with submission of the agency leave policy. (i.e., Administrative leave, maternity leave, etc.)
 - Explain how the request is not supplanting of federal funds.

3. Narratives should include all components of the fringe benefits to provide a lump sum percentage of the VOCA devoted salary calculated for fringes. To calculate the percentage of fringe benefits (use total numbers, not specific to funding sources): 1. Add up the dollar amount of all fringe benefits (total fringes) 2. Divide the total fringes by the total salary 3. Round the percentage to no more than 2 decimal points (i.e. 25.44%). When completing the budget, the basis is the salary requested for this project (+match if applicable) and the percentage is the resulting percentage as calculated above.

Travel Expenses:

1. Each line item in travel must have an associated narrative. Do not lump costs together. For example: baggage fees for air travel are separate from the cost of the airline ticket.
 - List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other). If destination is unknown, indicate that prior approval will be received by NCC.
 - Mark the travel as local, in-state or out-of-state and the departure and destination points.
 - Calculate the costs by completing the areas relevant to travel for each purpose.
 - Use current GSA rates: [GSA Per Diem Rates](#)
 - Explain how the request is not supplanting of federal funds.
2. Narrative must explain the purpose, the position traveling, and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item if not clearly identifiable in the budget worksheet.

Equipment:

1. Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. [For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal \(and state\) policy which allows equipment items costing under \\$5,000.00 to be included in supplies.](#) Equipment procurement and management standards are outlined on page 11 in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.
2. Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.
3. Narrative must address the following:
 - Describe all equipment expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
 - Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
 - Explain how the request is not supplanting of federal funds.
 - Indicate what the Capitalization Policy Threshold is for the agency, if there is not one indicated then the policy of the State of Nebraska will be followed.

Supplies:

1. Supplies include office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. Supply costs encompass materials which are expendable or consumed during the course of the project.
 - Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.)
 - Higher cost items should be listed separately and identified (e.g. items such as computers, printer, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.
 - **An agency's capitalization policy will determine whether equipment items are listed in this category or under Equipment.** If an agency has no written policy then they will be required to follow the state's policy. Should an agency base a written policy on the federal or state policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.
2. Narrative must address the following:
 - Describe all supply expenses. Explain why the requested expenses are necessary to support the project
 - Pro-rating of expenses must be explained as to how the calculation was determined.
 - Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the basis for the pro-rated amount and calculation of each line item if not clear on the budget template;
 - Explain how the request is not supplanting of federal funds.

Subawards (Subgrants):

1. For each subaward:
 - Name the agency or organization.
 - Purpose: Agency's role in this project.
 - Type of Agency: Check one. If government agency identity the type of government agency.
 - Budget Categories: Summary of the agency's (subaward) requested budget.
2. Narrative for each subaward must address:
 - Expected deliverables; the services and/or product the consultant or contractor will provide.
 - How the services, product, or positions relate and will impact the project.
 - For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours =\$37,500).
 - Description of the specific duties for **each** position funded including primary responsibilities.
 - Narratives of subawards must explain costs and breakdown expenses.
 - Explain how the request is not supplanting of federal funds.

Procurement Contracts:

1. Applicants are required to ensure that DOJ Consultant Rates of \$81.25/hr. or \$650/day (8-hour day) are not exceeded without prior approval. This does not mean that above rate can or should apply to all consultants. The rate must be established based on the skills, qualifications and similar services in the marketplace.
2. In the narrative address:
 - Expected deliverables; the services and/or product the consultant or contractor will provide.
 - How the services, product, or positions relate and will impact the project.
 - Provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours =\$37,500) and justification for the rate provided.
 - Explain how the request is not supplanting of federal funds.

Other Costs:

1. For any applicable "other" budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available. Examples of costs in this category:
 - Rent
 - Utilities
 - Copying
 - Printing
 - Janitorial
 - Programming funds (i.e. group activities)
 - Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)
 - Direct Victim Assistance (identification records, child care, education or job expenses, food, etc.)
2. For all expenses requested, include a budget narrative to address the following:
 - Pro-rating of expenses must explain what calculations were used to arrive at the prorated amount.
 - Describe all expenses and explain why the requested expenses are necessary to support the project.
 - Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item.
 - Explain how the request is not supplanting of federal funds.

Audit: The cost of an audit is only allowable if the agency is required to complete a Single Audit and then, the costs must be pro-rated according to the total federal funds received by the agency.

Indirect Costs:

1. Agencies requesting fund for indirect costs must have a Federally Approved Indirect Cost Rate Agreement or establish a "de minimis" rate of 10%. A de minimus rate can only be established if an agency has never had a federally negotiated indirect cost rate.
 - Agencies applying the "De Minimis" rate must complete the De Minimis Certification form which will be uploaded as an attachment into the GrantVantage Pre-award platform. This form is available for download at <https://ncc.nebraska.gov/grant-app>.
 - Agencies applying a federally approved indirect cost rate, must upload a copy of the current federal agreement into the GrantVantage Pre-award platform.

2. For all indirect costs requested, complete the budget chart and narratives to address the following:
- Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
 - If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.
 - If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget. The chart below must also be provided with the application. It would be best to copy into a Word document and upload the completed chart into GrantVantage.

Example for calculating 10% De Minimis Rate for Indirect Costs:

Direct Costs: The amount listed here must match the Budget Summary. Please note that the Budget Summary amounts must match the corresponding budget sheets and budget narratives.

Budget Category	Amount Requested	Comments
Personnel	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
Consultants/Contracts (including subawards)	\$100,000	3 Partner Agency's: #1 receives \$30,000; #2 receives \$20,000 and #3 receives \$50,000
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment		
Other		
Total Direct Costs	\$358,000	

Modified Total Direct Costs (MTDC): Calculations

Total Direct Costs	\$358,000	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	\$358,000 - \$30,000 = \$328,000	#1: \$30,000 - 25,000 = 5,000 #2: \$20,000 - 25,000 = 0 #3: \$50,000 - 25,000 = 25,000 Total = \$30,000
10% of \$328,000	\$32,800	Modified Indirect Cost Rate
Requested Direct Amount	\$358,000	
Requested Indirect Amount	\$32,800	
Total Federal Request	\$390,800	

GOALS, OBJECTIVES & ACTIVITIES:

All project goals, objectives, and activities should directly translate to a project’s Budget (federal request and match) and the project services outlined in the Project Narrative.

Timeframe – Develop project goals, objectives, and activities for no more than 12 months of operations (July 1, 2020 - June 30, 2021). These will guide the project through Year 1 of a two-year plan. In developing Year 1, applicants should take into consideration what the objectives and activities will look like for Year 2. Projects will have the opportunity to make adjustments to objectives and activities for Year 2 however, overall goals should be consistent with Year 1.

GrantVantage Objectives Template – The project’s goals, objectives, and activities must all be entered into the

GrantVantage Pre-award platform using the system's [Objectives Template](#). Users can add goals, objectives, performance measures and activities by clicking the > sign. If a goal is deleted it will also delete any objectives and activities entered for that goal. The same is true if an objective is deleted it will delete any activities enter under that objective. To view the instructional video that includes information about the Objectives Template follow the link <https://ncc.nebraska.gov/grant-app>.

Goals – At a minimum, projects are required to have the goal of *Increase Victim Safety*. For convenience, this goal has been entered into the system however, applicants must enter measurable objectives and list activities that will occur. Any additional goals entered will require corresponding objectives and activities.

Depending on the size of the project, projects can have one goal or several. The number of goals should be limited because they are broader statements as to what the project is seeking to achieve. Select goals that the project has the most direct influence in achieving. They are considered a project's priorities.

Objectives – For each goal there should be two (2) to five (5) objectives that clearly state what can be expected. Objectives must be measurable and state **what will be done** utilizing the grant funds, **what will be the measured**, and within **what timeframe**.

Performance Measures--Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the goal is for victims and survivors to know more ways to gain personal safety and wellbeing, then objectives might involve increased safety planning and increased information on methods to be safer and resources available. In this case, measures could include numbers of victims self-reporting increased awareness of their surroundings, numbers of safety plans developed, etc. If percentage are used in objectives, actual numbers will also need to be included. For example, if the goal is to increase numbers served by 25%, it should be stated as: to increase numbers served by 25% from 80 to 100. For ease of reporting, this performance measure should be entered as a "number" type of measure with 100 as the planned goal. When developing performance measures, think about the following:

- How will the victims served benefit?
- What will be the outcome for them by receiving this service?

If the funding request is to increase the number of staff, the Performance Measure would indicate how the increased staff will improve the outcomes for the individuals (victims) served. Examples: victims/survivors that know their rights will increase by xx; victims/survivors that have supports within the community at discharge will increase by xx.

Activities – For each objective, applicants must enter activities that will occur to achieve the performance measures and ultimately the goal. When describing or listing activities use concise language and avoid long narrative statements. Remember to stick with activities that are funded either through federal funds or match (if applicable).